



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ROADSIDE ENVIRONMENT DIST ADMINISTRATOR

Job Number: 20001444

Job Code: 71190V160316

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 10/16/1985

Job Revised: 03/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers all programs for maintenance and improvement of the external environment of highway properties in a Highway District; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in agriculture, agronomy or a related field.

EXPERIENCE:

Must have four years of professional experience in soil erosion control, turf management or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in agriculture, agronomy or a related field will substitute for one year of experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as second line supervisor for crews involved with the various weed and insect control, landscaping, plant nutrition, turf management, erosion control and rest area operations within a highway district. Administers the district mowing program by developing mowing priority maps, notification of county maintenance crews of mowing priority and inspects contract mowing for acceptance. Trains crews in the restrictions and techniques of herbicide and pesticide application. Administers the district's noxious weed control responsibility as outlined in KRS 176.051. Conducts chemical product control experiments in accordance with standard policies and procedures as requested by central office. Administers tree removal and/or cutting projects. Assists in developing the district budget request. Monitors program expenditures for compliance with approval budget allotment. Researches, compiles, keeps and submits reports on roadside maintenance and development programs as required by the Transportation Cabinet, Natural Resources and Environmental Protection Cabinet and various federal agencies. Carries out, interprets and enforces agency policies and procedures relating to assigned programs. Oversees the general maintenance of program equipment including, but not limited to, sprayers, water pumps, bush chippers, disks, straw blowers and hydro-seeders. Orders and oversee the use of chemical agents and other materials used in assigned area. Investigates and responds to complaints or inquiries from employees, public officials and the general public involving assigned areas of responsibility.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbent must be able to bend, stoop, climb and crawl.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in both an office and field setting. Travel, extreme weather and chemical application may pose hazards. Travel will be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.